



# **VEHICLE VERIFIER LICENSE HANDBOOK**



# APPLICATION REQUIREMENTS FOR A VEHICLE VERIFIER LICENSE

## PURPOSE

The purpose of this pamphlet is to assist the prospective vehicle verifier of the requirements to obtain a vehicle verifier license from the Department of Motor Vehicles (DMV).

## VEHICLE VERIFIER DEFINED

*Section 675.5 CVC*

A “vehicle verifier” is a person not expressly excluded by Section 675.6 who inspects, records, documents, and submits to the department, or its authorized representative, such proof of vehicle identification as may be required by the department for the purpose of registering or transferring the ownership of vehicles.

## VEHICLE VERIFIER: EXCLUSIONS

*Section 675.6. CVC*

- (a) “Vehicle Verifier” does not include any of the following:
- A peace officer.
  - An authorized employee of the department.
  - A special agent of the National Auto Theft Bureau.
  - An employee of an organization certified under the provisions of Part 5 (commencing with Section 12140) of Division 2 of the Insurance Code whose duties require or authorize the verification of vehicles.
- (b) Any person specified in subdivision (a) may perform the duties of a vehicle verifier without obtaining the special permit required in Section 11300.

## PERMIT REQUIRED

*Section 11300 CVC*

It shall be unlawful for any person to act as a vehicle verifier without first having procured a vehicle verifier’s permit issued by the department, or when such permit has been canceled, suspended, revoked or invalidated.

## BACKGROUND INVESTIGATION

*Sections 11302 CVC & CCR, Title 13, Chapter 1*

A background investigation is conducted on all applicants. Failure to disclose convictions or providing incorrect information on the application may result in the refusal or denial of your license.

The department may refuse to issue a license to any applicant who has been convicted of a crime or committed any act or engaged in any conduct involving moral turpitude which is substantially related to the qualifications or duties of the licensed activity. A conviction based on plea of nolo contendere is a conviction within the meaning of this section.

Persons previously working under a license issued by DMV, which was revoked or suspended for cause may also be denied a license. In addition, the California Code of Regulations (CCR) and other sections of the California Vehicle Code provide guidelines used by the department in determining whether a license should be issued.

## REQUIREMENTS FOR A VEHICLE VERIFIER LICENSE

*Sections 11300 & 11309 CVC*

Every applicant for a vehicle verifier’s license must:

- File an application on the appropriate forms with the department.
- Pay all required fees.

## VEHICLE VERIFIER'S LICENSE FORMS

### *Section 11301 CVC*

An application for a vehicle verifier license consists of the following forms:

- OL 19, Application for an Vehicle Verifier Occupational License
- OL 26, Surety Bond for Vehicle Verifier (\$5,000 bond)
  - or \$5,000 cash and forms OL 64/94
  - or \$5,000 in a passbook account and forms OL 64/65
  - or \$5,000 certificate of deposit made payable to DMV and forms OL 64/65
- OL 29, Personal History Questionnaire, Part B
- DMV 8016, Request for Live Scan Service (receipt)

## VEHICLE VERIFIER'S LICENSING FEES

### *Section 11309(a) CVC*

The fees to become a licensed vehicle verifier are:

- \$50 Non-refundable original application fee
- \$ 1 Family Support Program fee

The Family Support Program fee is paid on original, renewal, and reinstatement applications.

## VEHICLE VERIFIER RENEWAL, REINSTATEMENT, AND DUPLICATE LICENSE FEES

These fees are as follows:

- \$15 Renewal fee
- \$50 Reinstatement fee
- \$15 Duplicate license fee
- \$ 1 Family Support fee

The Family Support Program fee is paid on original, renewal, and reinstatement applications.

## INSTRUCTIONS FOR COMPLETING THE APPLICATION

### *Application for Vehicle Verifier's Permit, OL 19*

1. **Name:** Enter your true full name.
2. **Telephone Number:** Enter your home telephone number.
3. **Mailing Address:** Enter your mailing address, if applicable.
4. **Residence Address:** Enter your address, city, state and zip code.
5. **Sex:** Enter your sex.
6. **Color Hair:** Enter your hair color.
7. **Color Eyes:** Enter your eye color.
8. **Height:** Enter your height.
9. **Weight:** Enter your weight.
10. **Applicant's California Driver License number:** Enter your California Driver License number.
11. **Expiration Year:** Enter the expiration year of California Driver License.
12. **Birthdate:** Enter your birthdate.
13. **Social Security Number:** Enter your social security number.
14. **Firm Name:** Enter your employer's firm name.
15. **Telephone Number:** Enter your employer's telephone number.
16. **Firm License Number:** Enter your employer's firm license number.
17. **Firm Address:** Enter your employer's address, city, state and zip code.
18. **Executed At:** Enter the city and state from where you are certifying this information.
19. **On:** Enter the date the application is completed.
20. **Applicant's Signature:** Sign your name.

21. **Applicant's Signature (on page 2):** Sign your name.
22. **Date (on page 2):** Enter the date the application is completed.

### ***Surety Bond of Vehicle Verifier, OL 26***

A Surety Bond of Vehicle Verifier in the amount of \$5,000 issued by an insurance company must be submitted with your application or one of the following:

- \$5,000 cash and forms OL 65/94
- \$5,000 in a passbook account and forms OL 64/65
- \$5,000 certificate of deposit made payable to DMV and forms OL64/65

**Note:** The Department would like to bring to your attention that Vehicle Code Section 11301.5 requires the Department to hold the cash bond, passbook, or certificate of deposit three (3) years from the date a vehicle verifier has ceased to be licensed.

If you obtain a Surety Bond of Vehicle Verifier, it must be in the applicant's true full name **ONLY**. To be acceptable, the Surety Bond:

- Must have the corporate seal of the surety company imprinted on the bond.
- Must be signed by the surety company.
- The printed or typed name on the **bond must match the application exactly or the application will be returned to you**. Example: The name appearing on the application is Robert Joseph Smith; therefore, the bond must be written as Robert Joseph Smith. **Remember to sign the bond before mailing your application to Occupational Licensing.**

**Note:** A bond is not required if employed by the city, state, county, or government agency. Your employer must be listed on the bottom of the Application for Vehicle Verifier's Permit, OL 19, and employment verification must be provided on the agency's letterhead.

### ***Personal History Questionnaire, OL 29***

1. **Name:** Enter your true full name.
2. **Residence Address:** Enter your address, city, county, state and zip code.
3. **Phone:** Enter your business and home telephone numbers.
4. **Social Security Number:** Enter your social security number.
5. **Physical Description:** Enter your sex, color hair, color eyes, height, weight and birthdate.
6. **Do you hold a valid California Driver's License?** Answer yes or no. If, yes list license number.
7. **Have you ever been known or used any name other than the name appearing on this questionnaire?**  
Answer yes or no. If yes, list the different ways you sign your name.
8. **Employment History:** List your employment for the last three (3) years.
9. **Education:** For Driving School Instructor and Traffic Violator School Instructors **ONLY**.
10. **Read Questions 5(a) - (f), 6, 7(a) - (d), and 8:** Answer yes or no and provide details, if applicable.
11. **Important Notice box:** Read the information contained in this box and initial.
12. **List All Convictions:** If you have any convictions, complete the required information and provide the Department with certified copies of the court documents and police report.
13. **Executed At:** Enter the city, state, and date from where you are certifying this information.
14. **Signature:** Sign your name.
15. **Date, Title, License No.:** Enter the date, title, and license number of your employer.
16. **Print Name:** Enter the name of your employer.
17. **Authorized Signature:** Employer's signature.

### ***DMV 8016, Request for Live Scan Service***

Before submitting your application to the Department of Motor Vehicles, applicants are required to be Live Scan fingerprinted. If you have held an Occupational License issued by DMV in the past 4 (four) years, you may not require a new set of prints. This can be determined by calling Occupational Licensing at (916) 657-6621.

If fingerprints are required, contact your local Police Department, Sheriff's Department or District Education Office to determine the live scan site nearest you. A list is available from DOJ's Live Scan Internet Site at: <http://ag.ca.gov/fingerprints/publications/contact.pdf>. Please call the facility in advance to determine if appointments are required, the total fee due and the method of acceptable payment.

The Request for Live Scan Service, form DMV 8016, must be completed and submitted to a live scan facility. Please bring an official governmental photo document (e.g., driver license, identification card, passport, etc.) to the live scan site. The yellow copy (receipt) of the Request for Live Scan Service must be submitted with your application to DMV.

### **VEHICLE VERIFIER LICENSE - FREQUENTLY ASKED QUESTIONS**

Listed below are the most frequently asked questions. This list is not all-inclusive nor is it intended to be. If you have any questions, call (916) 657-8881.

#### **Where can I obtain application forms?**

All forms and application packages can be ordered by calling (916) 657-8881 or printed or downloaded from DMV's website at [www.dmv.ca.gov](http://www.dmv.ca.gov). Further licensing information is contained in the application package.

#### **How long will it take the department to process my application?**

The average time for processing an application may be up to 120 days to allow the Department time for investigation and processing of the license.

#### **Where do I file my application?**

Application packages for vehicle verifiers are mailed to:

Department of Motor Vehicles  
Occupational Licensing Section, Individuals Unit  
P.O. Box 932342, MS N224  
Sacramento, CA 94232-3420

#### **Where do I call if I have questions?**

If you have general licensing questions you may call (916) 657-8881.

#### **Does the department issue temporary permits?**

Pending the satisfaction of the department that the applicant has met the requirements for the license, the department may issue a temporary permit for a period not to exceed 120 days while it completes its investigation and determination of all facts relative to the qualifications of the applicant for the license.

#### **What is the license renewal period?**

The vehicle verifier's license is valid for two years.

#### **How do I renew my license?**

About 45 days before the expiration of your license you should receive a courtesy notice for renewal. After you complete the courtesy notice, you will need to mail your renewal form and fees to the Department.

If you do not receive a courtesy notice please call (916) 657-8881.

#### **What form is required to be completed by vehicle verifiers?**

The Verification of Vehicle, REG 31.

**Where do I obtain the Verification of Vehicle, REG 31?**

The Verification of Vehicle, REG 31, is available from your local DMV field office or may be ordered by mail or faxed on company letterhead to:

Department of Motor Vehicles  
Material Management Section  
4201 Sierra Point Drive, Suite 112  
Sacramento, CA 95834-1998  
FAX: (916) 928-7900

On your request, please list the form number or form title, quantity needed, street address for delivery (*not a P.O. Box*), and your area code/telephone number.

**How do I complete the Verification of Vehicle, REG 31?**

The Instructions for Vehicle Verifier, OL 89 (as shown on the following pages) provides written instructions to assist Vehicle Verifiers in completing the Verification of Vehicle, REG 31. Additional copies of the Instructions for Vehicle Verifier may be obtained by calling Occupational Licensing at (916) 657-8881 or downloaded from DMV's website at [www.dmv.ca.gov](http://www.dmv.ca.gov).



## INSTRUCTIONS FOR VEHICLE VERIFIER

***PURSUANT TO SECTION 11305 CVC, IT IS AN UNLAWFUL ACT TO SUBMIT TO THE DEPARTMENT ANY DOCUMENT WITHOUT PHYSICALLY INSPECTING AND COMPARING IDENTIFYING NUMBERS ON THE VEHICLE. COMPLETE THE VERIFICATION OF VEHICLE, REG 31 AS FOLLOWS:***

### **LICENSE PLATES ON VEHICLE**

Mark the appropriate box.

### **LICENSE PLATE NUMBER**

Record license plate number, name of state issuing plate, and registration expiration date.

### **VEHICLE IDENTIFICATION NUMBER (VIN)**

Inspect and record on the vehicle verification form, the actual VIN that appears on the vehicle. After the VIN is recorded on the form, compare it to the VIN that appears on the other documents presented. Note any discrepancy on the verification form.

When inspection of a VIN reveals evidence of tampering, alteration or obliteration of the number, immediately notify the nearest Department of Motor Vehicles, Investigations Section.

In those instances where a vehicle has a die stamped VIN on the frame, inspect and record the VIN on the frame rather than the VIN on a plate. For example: A sedan has a plate in the forward luggage compartment that bears the VIN. In addition, the VIN is die stamped into the frame under the rear seat. For the purpose of verification, always inspect and record the die stamped VIN on the frame rather than the plate whenever the vehicle has a die stamped VIN.

### **ENGINE NUMBER (MOTORCYCLES ONLY)**

All motorcycle verifications will include both the engine and frame numbers. If no engine number, check box.

### **MAKE**

Enter the make name of the vehicle, not the model name — for example, “Ford”, not “Pinto”.

### **BODY TYPE**

Enter body type such as “SD”, “CP”, “PK”, etc. (see attached chart).

### **MODEL YEAR**

Enter the manufacturer’s designated “year” model.

### **AXLES**

Enter number of axles for trucks, truck tractors, and trailers.

### **MOTIVE POWER (FUEL)**

Enter vehicle motive power. If a trailer, leave blank.

### **EST. WEIGHT (TRAILERS)**

Enter estimated unladen trailer weight on all trailers except camp and travel (coach).

### **MODEL OR SERIES**

Enter the model number.

### **FOR CMP/CCH/MTRHM**

Enter the length and width.

### **VIN LOCATION AND ATTACHED BY**

Mark the box to indicate where the VIN was found and how it is attached.

### **TYPE**

Mark the box to indicate how VIN is affixed and where the number was stamped.

### **VIN/ENGINE NUMBER (IF MOTORCYCLE MARK BOTH VIN AND ENG BOXES)**

Check appropriate box. Explain any remarks on the back of the REG 31.

**FEDERAL CERTIFICATION LABEL (1970 AND SUBSEQUENT YEAR MODELS)**

Check appropriate box.

**ODOMETER MILEAGE READING**

Enter mileage shown on the odometer. Check appropriate box for miles or kilometers. Any additional information regarding this odometer reading may be made in the remarks section of the REG 31.

**SUPPORTING DOCUMENTS**

Check appropriate box to indicate if the supporting documents agree or disagree with VIN. If supporting documents include a salvage certificate, the vehicle must be referred to the California Highway Patrol for inspection.

**EMISSION LABEL INDICATES**

Check appropriate box from information on the emission label.

**REMARKS**

Enter any remarks.

**VERIFIER (PRINT NAME)**

Print name, title/badge/ID number; enter address, city and state.

**VERIFIED AT**

Check appropriate box. If "Other", enter city and state.

**VERIFIER'S SIGNATURE AND DATE**

An original signature of the verifier is required (a stamped signature is **NOT** acceptable). Enter the date of the verification.

**VERIFYING AGENCY**

Check the appropriate box.

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**VERIFICATION FORMS**

All entries on the verification, except for the signature of the verifier, shall be printed. The form must be *complete* and *legible* to be acceptable to the department. Use DMV form REG 31.

**RECORDS**

The law requires a vehicle verifier to maintain a record of each verification made. The records shall contain:

- (a) The name and address of the person requesting the verification and the fee charged for such verification.
- (b) The year, model, vehicle identification number, license plate number of the vehicle verified, and the state in which the vehicle was last registered.
- (c) All records maintained by the vehicle verifier shall be open to inspection by any peace officer.

**UNLAWFUL ACTS; CAUSES FOR DISCIPLINARY ACTION, SECTION 11305 CVC**

It shall be unlawful and cause of disciplinary action for the holder of a vehicle verifier's permit:

- (a) To submit to the department, or its authorized representative, any document which purports to evidence the verification of any vehicle, without having actually physically inspected such vehicle to determine the existence of proper vehicle identification.
- (b) To fail to report to the department, in a manner prescribed by the department, the absence, alteration, or obvious attempt to alter or obliterate any identifying number or number plate, or remove or attempt to remove such plate on any vehicle for which verification is performed.
- (c) To fail to physically compare identifying numbers on a vehicle inspected to the information contained in any document of title, registration, or any other form describing such vehicle.
- (d) To cause any person to suffer any loss or damage by reason of any fraud or deceit practiced upon such person in the course of the conducting of business under the vehicle verifier's permit.
- (e) To violate one or more terms and provisions of Section 20, or of Division 3 (commencing with Section 4000), or of this division of this code, or any rules or regulations adopted pursuant thereto, or of Part 5 (commencing with Section 10701) of Division 2 of the Revenue and Taxation Code.





GRAY DAVIS, *Governor*  
State of California

MARIA CONTRERAS-SWEET, *Secretary*  
Business, Transportation and Housing Agency

STEVEN GOURLEY, *Director*  
Department of Motor Vehicles

